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ABSTRACT

This manual describes the process by which a college becomes recognized by the Illinois Community College Board (ICCB), sets forth bases upon which recognition decisions are made, describes the effects of such decisions, and explains how they may be appealed. First, the concept of recognition is defined, indicating that a college is "recognized" when it is judged to be in compliance with ICCB standards, which are based on state statutes and ICCB rules. After the statutory bases for recognition are delineated, the recognition process is described. Information is provided on the scope of the recognition evaluation, the application for recognition, the recognition visit, and the recognition report. Next, the decision to assign a college a recognition status based on the degree to which it is judged to be in compliance with ICCB standards is discussed. Finally, the report describes the procedures under which a college assigned a status of non-recognition may appeal the decision. Appendices include the recognition standards for focus in fiscal years 1983 through 1985 in the areas of apportionment claims validation, finances/facilities, and programs; a copy of the application for recognition; and a schedule of recognition visits for 1983 through 1985. (HB)

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RECOGNITION MANUAL

FOR

ILLINOIS PUBLIC COMMUNITY COLLEGES

JC 840 597

Illinois Community College Board
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Illinois Community College Board

RECOGNITION MANUAL FOR ILLINOIS PUBLIC COMMUNITY COLLEGES

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PREFACE

The Recognition Manual describes the recognition process. It also sets forth the bases upon which the ICCB will make decisions concerning the recognition status of a college, what the effect of such decisions will be, and how such decisions may be appealed by the college. Included in the appendices are a listing of the standards of the ICCB which will be reviewed for compliance during the FY 1983 - FY 1985 cycle, an explanation of the application for recognition, and a schedule of recognition visits to be conducted through FY 1985.

THE CONCEPT OF RECOGNITION

Recognition is a concept based in statute. A college is "recognized" when it is judged to be in compliance with ICCB standards. ICCB "standards" are based on (1) state statutes and (2) rules adopted by the ICCB and filed with the Illinois Secretary of State. The evaluation by the ICCB of a college's compliance with ICCB standards is a continuous, year-round process. However, the decision on whether to interrupt or continue the recognition status for each college will be preceded by an ICCB staff team visit.

STATUTORY BASES FOR RECOGNITION

Sections 2-12(e), 2-12(f), and 2-15 of the Public Community College Act provide the bases for recognition:

> "2-12(e). To determine efficient and adequate standards for community colleges for the physical plant, heating, lighting, ventilation, sanitation, safety, equipment and supplies, instruction and teaching, curriculum, library, operation, maintenance, administration and supervision, and to grant recognition certificates to community colleges meeting such standards."

> "2-12(f). To determine the standards for establishment of community colleges and the proper location of the site in relation to existing institutions of higher education offering academic, occupational and technical training curricula, possible enrollment, assessed valuation, industrial, business, agricultural, and other conditions reflecting educational needs in the area to be served; however, no community college may be considered as recognized nor may the establishment of any community college be authorized in any district which shall be deemed inadequate for the maintenance, in accordance with the desirable standards thus determined, of a community college offering the basic subjects of general education and suitable vocational and semiprofessional and technical curricula."

> "2-15. Recognition of community colleges--Application--Criteria--Grant of recognition. The State Board shall grant recognition to community colleges which maintain equipment, courses of study, standards of scholarship and other requirements set by the State Board. Application for recognition shall be made to the State Board. The State Board shall set the criteria by which the community colleges shall be judged and through the executive officer of the State Board shall arrange for an official evaluation of the community colleges as may meet the required standards."

A college's recognition status is important primarily because state funding is dependent upon a college being recognized. Section 2-16 of the Public Community College Act reads in part:

> "Any community college district which maintains a community college recognized by the State Board shall receive credit hour grants..."

THE RECOGNITION PROCESS

Scope of the Recognition Evaluation - The basis for determining whether or not a college will be "recognized" is the degree to which the college is judged to be in compliance with ICCB standards. While colleges are evaluated continuously, each will be visited at least once during a three-year period. During each three-year cycle, the evaluation will focus on selected standards. These selected standards will be identified in advance and will be the central focus of (1) each college's self-evaluation submitted as a part of the application for recognition and (2) the ICCB team's visit to the college. While the focus of the recognition visit will be on the "selected" standards, the college is responsible for compliance with all ICCB standards. Standards other than those selected for focus may be addressed by the ICCB staff, either during a recognition visit or at other times throughout the year.

Appendix A contains a listing of selected ICCB standards by which colleges will be evaluated. These selected standards will be in effect for a three-year cycle.

Application for Recognition - Section 2-15 of the Public Community College Act states, in part, "Application for recognition shall be made to the State Board." The form and content of the application are prescribed in Appendix B. The essential component of the application is a self-evaluation by the college of its compliance with previously identified ICCB standards. The application is to be submitted to the ICCB by September 1 of the academic year in which the college is to be visited. If a visit is scheduled for the latter half of the academic year, submission of the self-study may be delayed until ninety days prior to the visit.

The Recognition Visit - The recognition team normally will consist of three ICCB staff members but the team size may vary. There will be three general areas of evaluation: (1) educational and public service programs and the various supportive services to such programs; (2) finance and physical facilities; and (3) a validation of data to substantiate state aid claims.

The date of the recognition visit will be established at least two months in advance, and the college to be evaluated will be so notified. Visits will be held in accordance with the schedule adopted by the ICCB insofar as possible (see Appendix C). Circumstances may arise altering this schedule, including the need (1) to review circumstances of alleged gross non-compliance with certain standards prior to the scheduled ICCB visit, or (2) to revisit a college to follow-up on substantive items of non-compliance identified in a scheduled visit to the college. In either circumstance, the college president will be notified at least two weeks in advance of the visit.

The recognition visit will normally cover a period of one day. The college to be evaluated has no responsibility for travel or other expenses of the visitation team. At its own discretion, the college may schedule a time when members of the local Board of Trustees and/or staff of the college to be visited meet with the recognition team.

An exit conference will be held at the conclusion of each recognition visit. At that time, members of the team will report on their evaluation of the college's compliance with ICCB standards, both those observed during the visit and those otherwise evaluated. If a college is found not to be in substantial compliance, it will be advised of such non-compliance at the exit conference and in a subsequent written report.

The Recognition Report - The college will receive a draft of the team's recognition report no later than three weeks following the recognition visit. Within another three weeks, the college should review the draft report, correct any errors in fact, and return the report to the ICCB Recognition Officer. A final copy of the report then will be prepared and presented to the ICCB at its next regular meeting. A final copy also will be forwarded to the chief executive officer of the college and to the chairperson of the Board of Trustees prior to the ICCB meeting. College officials then should respond formally (in writing) to the areas of non-compliance identified in the report indicating what action has been or is being taken to bring the college into compliance. A time frame for this response will be specified in the report.

College officials may file a letter of disagreement with findings of the recognition report. A copy of this letter will be forwarded to the ICCB along with the staff report.

The recognition report will contain two kinds of recommendations. Compliance recommendations identify areas of non-compliance with ICCB standards that require remediation. Advisory recommendations are offered as personal suggestions by members of the visitation team as a means by which existing practices might be improved.

Requests for copies of final reports from local media and other local citizens will be referred to the evaluated college; however, the ICCB may, upon request, provide copies of the final reports to state agency or governmental officials after the reports have been submitted to the ICCB.

THE RECOGNITION DECISION

Each college will be assigned a recognition status based on the degree to which it is judged to be in compliance with ICCB standards. There are three categories of recognition status. The three categories, along with the basis upon which each status will be assigned, are as follows:

Recognition - The college is judged to be in substantial compliance with all ICCB standards or, in the judgment of the ICCB, will be able to achieve compliance within a specified time frame.

Probation - The college is judged not to be in substantial compliance with ICCB standards and, in the judgment of the ICCB, will not be able to achieve compliance within a specified time frame.

Non-recognition - The college continues to be in non-compliance with ICCB standards after serving one calendar year on probation.

The ICCB will render its decision on whether the recognition status of each college should be continued or interrupted at the regular Board meeting at which the report is submitted to the Board. The ICCB decision will be effective at the time action is taken.

A status of "recognition" will remain in effect until such time as the status is changed by action of the ICCB. Colleges on probation will have their status reviewed prior to the passage of one calendar year. Colleges on non-recognition will have their status reviewed at the next regular or special ICCB meeting following a determination by the ICCB Executive Director that the college should be considered for removal from a non-recognition status. A

college on non-recognition status will have its state funding (ICCB grants) suspended, on a pro rata per diem basis, for the period of time such status is in effect.

REVIEW AND APPEAL

Any college assigned a status of non-recognition may file a written request with the ICCB for a hearing on the decision within thirty (30) days after receipt of such notice. Pending the hearing and decision, any consequences of non-recognition will be suspended. At the direction of the ICCB, the ICCB Chairperson shall appoint a fact-finding committee to participate in the hearing for the purpose of presenting facts and making recommendations for decisions. The ICCB may appoint a hearing officer to preside at the hearing to receive such evidence, information, and recommendations as may be required and to prepare a report containing findings, facts, and recommendations for final administrative action by the ICCB. The ICCB will issue its final administrative decision at its next regular meeting following receipt of the hearing officer's report.

APPENDIX A

RECOGNITION STANDARDS OF THE ILLINOIS COMMUNITY COLLEGE BOARD

(Effective FY 1983 - FY 1985)

Illinois Community College Board

Recognition Standards for Focus in FY 1983 - FY 1985

Apportionment Claims Validation

Standard	Authority	Indicators	Items Evaluated
1. Courses which have variable credit hours shall be claimed in specified increments only up to the maximum credit hour value approved for the course.	ICCB Rule 1501.507 b2	A. Determine if the increment of a variable credit course as claimed by the college matches the increment specified in the course syllabus.	. Apportionment claim printout . Midterm class lists . Student records . Syllabi
		B. Determine if the increment recorded on the student's academic record matches the increment specified in the course syllabus.	. Apportionment claim printout . Midterm class lists . Student records . Syllabi
2. Course data shall be posted to the permanent academic record of each student claimed.	ICCB Rule 1501.507 b3	A. Compare student academic records with midterm class lists for students claimed for apportionment.	. Apportionment claim printout . Midterm class lists . Student records
3. Students shall be certified by their instructors as being in attendance at midterm by including a certification statement on the midterm class roster, signed and dated by the instructor.	ICCB Rule 1501.507 c1	A. Compare the college's apportionment claims with certified midterm class lists.	. Apportionment claim printout . Midterm class lists

Illinois Community College Board

Recognition Standards for Focus in FY 1983 - FY 1985

Apportionment Claims Validation

Standard	Authority	Indicators	Items Evaluated
4. Students who complete a course with a passing grade by the end of the term and who were not certified as being in attendance at midterm by the instructor shall be considered as having been in attendance at midterm.	ICCB Rule 1501.507 c2	A. Compare the college's apportionment claims with midterm class lists and end-of-term grade lists.	. Apportionment claim printout . Midterm class lists . End-of-term grade lists . Student records
5. Students (who are claimed for ICCB credit hour grants) shall be residents of the State of Illinois.	ICCB Rule 1501.507 c3	A. Check the residency of students claimed by the college for credit hour grants.	. Apportionment claim printout . Midterm class lists . Student records
6. Auditors or visitors in a course shall not produce eligible credit hour grants.	ICCB Rule 1501.507 c4	A. Check the college's midterm class lists to determine if auditors or visitors in a course are included in the claim.	. Apportionment claim printout . Midterm class lists . Student records
7. Students who repeat enrollment in a course shall produce credit hours eligible for ICCB grants only when one of the following conditions has been met:	ICCB Rule 1501.507 c5	A. Determine whether the college has procedures for excluding from the apportionment claims students who repeat courses.	. Apportionment claim printout . Midterm class lists . Student records

Illinois Community College Board

Recognition Standards for Focus in FY 1983 - FY 1985

Apportionment Claims Validation

Standard	Authority	Indicators	Items Evaluated
a. If the student has not completed the course with a grade of C (or equivalent) or better and the course is necessary to satisfy requirements for a degree or certificate, the course may be repeated once. b. If the student needs to bring the grade point average up to the required level for graduation, the course may be repeated once. c. If a course has been approved by the ICCB to be repeated, the student may repeat the course as often as approved by the ICCB.		B. Check apportionment claims against midterm class lists to see that repeats not in accordance with ICCB rules were excluded.	. Apportionment claim printout . Midterm class lists . Student records

Illinois Community College Board

Recognition Standards for Focus in FY 1983 - FY 1985

Apportionment Claims Validation

Standard	Authority	Indicators	Items Evaluated
8. Equalization grants shall be...for courses carried through mid-term by students...who are residents of the district...	Ill. Pub. Comm. College Act, Section 2-16	A. Check the residency of students claimed by the college for equalization grants.	. Apportionment claim printout . Midterm classlists . Student records
9. Courses shall produce a maximum rate of one (1) semester credit hour or equivalent per week. Requests for exceptions to this rule may be submitted to the ICCB. The criteria utilized by the ICCB for exceptions shall include: a. documentation of need for an intensified or accelerated schedule; b. student population identified with testing and/or screening to indicate special needs and/or competencies;	ICCB Rule 1501.507 b10	A. Check course beginning and ending dates against course credit awarded. B. If courses exceed one credit hour per week, check to see if ICCB approval was granted.	. Apportionment claim printout . College/ICCB correspondence

Illinois Community College Board

Recognition Standards for Focus in FY 1983 - FY 1985

Apportionment Claims Validation

Standard	Authority	Indicators	Items Evaluated
c. how courses are instructed, including schedule of classes, study time allotted for students, method of instruction, and how students are evaluated;			
d. time period of instructional activity and projected termination date;			
e. procedures to evaluate the accelerated instructional activity.			

Illinois Community College Board

Recognition Standards for Focus in FY 1983 - FY 1985

Finance/Facilities

Standard	Authority	Indicators	Items Evaluated
10. Financial planning for current and future operation shall provide for both a sound educational program and prudent use of public funds.	ICCB Rule 1501.502	A. Compare trends in past, current, and future operating balances to statewide averages.	. Annual budgets . External audits . RAMP/CC
		B. Compare magnitudes and trends in indebtedness to statewide averages.	. Annual budgets . External audits . RAMP/CC
		C. Determine if there are contingency plans for reduced state or local tax revenues.	. Contingency budgets . RAMP/CC . Special college reports (e.g., concerning need for tax and/or tuition increases)
		D. Determine if there are program evaluation procedures which include cost analyses.	. Program evaluation reports
11. Complete and accurate reports shall be submitted by the district/college to the ICCB in accordance with ICCB requirements, on forms provided by the ICCB.	ICCB Rule 1501.205 e	A. Determine whether financial documents have been received on time.	. Annual budgets . Certificate of Tax Levy . External audits . Uniform financial statement . Unit cost data . Certificate of Chargeback . Reimbursement . Published financial statements . Apportionment claims

Illinois Community College Board

Recognition Standards for Focus in FY 1983 - FY 1985

Finance/Facilities

Standard	Authority	Indicators	Items Evaluated
		B. Determine whether financial documents are completed accurately and in the required format.	. Annual budget . Certificate of Tax Levy . External audits . Uniform financial statement . Unit cost data . Certificate of Chargeback Reimbursement . Published financial statements . Apportionment claims
		C. Determine whether data in primary financial documents are consistent.	. Unit cost data . RAMP/CC . External audits
12. (The board of a community college district shall) let all contracts for supplies, materials, or work involving an expenditure in excess of $5,000 to the lowest responsible bidder after due advertisement, except contracts which by their nature are not adapted to award by competitive bidding...	Ill. Pub. Comm. College Act, Section 3-27.1	A. Determine whether the college policy on bids is in accordance with state statute.	. Local board policy manual . Local board minutes
		B. Determine whether purchases/contracts in excess of $5,000 were competitively bid.	. Local board minutes . College financial records
		C. Determine whether bids were properly advertised.	. Newspaper advertisement of bids

Illinois Community College Board

Recognition Standards for Focus in FY 1983 - FY 1985

Finance/Facilities

Standard	Authority	Indicators	Items Evaluated
13. The (local) community college may annually levy (a) tax for building purposes and the purchase of sites so that funds may accumulate to not more than 5% of the equalized assessed valuation of the district.	Ill. Pub. Comm. College Act, Section 3-14	A. Determine whether Operations, Building and Maintenance (Restricted) Funds exceed 5% of the equalized assessed valuation of a district.	. External audits . RAMP/CC . ICCB Tax Survey
14. No such accumulation (for building purposes and the purchase of sites) may be transferred or used for any other purpose.	Ill. Pub. Comm. College Act, Section 103-14	A. Determine whether there are any transfers from the fund. B. Determine whether expenditures from this fund are for building purposes and/or the purchase of sites.	. External audits . RAMP/CC . College financial records . College financial records (i.e., payments and vouchers for expenditures paid through this fund) . Local board resolutions
15. The expenditure of... local funds for purchase, construction, remodeling, or renovation of physical facilities, both on-campus (and) at extension centers, shall have prior ICCB approval.	ICCB Rule 1501.602	A. Determine that an application was submitted to and approved by ICCB prior to awarding of construction bids.	. College project files . ICCB project files

Illinois Community College Board

Recognition Standards for Focus in FY 1983 - FY 1985

Finance/Facilities

Standard	Authority	Indicators	Items Evaluated
16. Changes in budget and/or scope to approved construction projects shall be submitted to the ICCB for approval.	ICCB Rule 1501.605 a	A. Determine that a request was submitted to and approved by ICCB prior to the change being initiated.	College project files ICCB project files

Illinois Community College Board

Recognition Standards for Focus in FY 1983 - FY 1985

Programs

Standard	Authority	Indicators	Items Evaluated
17. Each proposed new unit of instruction, research, or public service shall be submitted to the ICCB for approval.	ICCB Rule 1501.302 a	A. Determine whether all programs being offered are approved by the ICCB.	. Curriculum Master File . College catalog . College schedules
		B. Determine whether each program's title, degree or certificate designation, and number of credits have been approved by the ICCB.	. Curriculum Master File . College catalog
		C. Determine whether degrees and certificates are awarded as per the approved curriculum.	. College catalog . Student records . College policies
18. All credit courses must be assignable to an approved unit of instruction.	ICCB Rule 1501.303 j	A. Determine whether courses offered by the college have been assigned to an approved curriculum.	. College catalog . Course Master File . College program and course computer file
19. Courses (for which state apportionment is paid) shall be...a part of instructional categories approved by the State Board.	Ill. Pub. Comm. College Act, Section 2-16	A. Determine whether courses are offered for the approved number of credit hours and lecture/lab ratios.	. College catalog . Course Master File . Syllabi . College program and course computer file

Illinois Community College Board

Recognition Standards for Focus in FY 1983 - FY 1985

Programs

Standard	Authority	Indicators	Items Evaluated
		B. Determine whether the course PCS/CIPS classification accurately reflects course content and intent.	. College catalog . Course Master File . Syllabi . Generic Course List
		C. Determine whether each course is appropriately assigned to the Generic Course List.	. College catalog . Course Master File . Syllabi . Generic Course List
		D. Determine whether course syllabi are up-to-date and reflect the catalog description.	. College catalog . Syllabi . Generic Course List
20. The college shall counsel and distribute (all admitted) students among its programs according to their interests and abilities.	Ill. Pub. Comm. College Act, Section 3-17	A. Determine whether the college has a means of checking students' interests and abilities for program placement purposes.	. Board policy . College catalog . Counseling and/or testing office procedures

Illinois Community College Board

Recognition Standards for Focus in FY 1983 - FY 1985

Programs

Standard	Authority	Indicators	Items Evaluated
21. If space is not available for all students applying (to a program), the community college will accept those best qualified, using rank in class and ability and achievement tests as guides...	Ill. Pub. Comm. College Act, Section 3-17	A. Determine whether the college has a policy, which is in accordance with the Act, concerning assigning students to a program with limited space.	. Board policy . College catalog . Admissions brochures, applications, and other information . Admissions office procedures . Contractual agreements
22. (If an interstate cooperative) agreement (involves) a new unit of instruction or public service not approved at the college, approval by the ICCB shall be required prior to implementation.	ICCB Rule 1501.307 d1	A. Determine whether the unit of instruction or public service offered by the college has had prior ICCB approval.	. Contracts & agreements . Curriculum Master File . College catalog

APPENDIX B

APPLICATION FOR RECOGNITION

Each college shall submit an application for recognition in accordance with the provisions of Section 2-15 of the Public Community College Act. The application shall include:

1. A letter from the local Board of Trustees, or designee, requesting the ICCB to assign a status of "recognition" to the college.

2. A brief written self-evaluation by each college concerning its compliance with ICCB standards identified in Appendix A. (See attached sample format.)

The application is required by September 1 prior to the scheduled visit. However, if a visit is scheduled for the latter half of the academic year, submission of the self-study may be delayed until ninety days prior to the scheduled recognition visit.

The college also should forward one copy of each of the following along with the letter and self-evaluation:

1) Board policy manual;

2) staff handbook(s) or copy of rules pertaining to faculty and administrative staff;

3) organizational chart;

4) college catalog or other written information on course listings, programs, admission requirements, grading system, financial aid, and graduation requirements; and

5) student handbook or copy of rules pertaining to students.

SAMPLE

_____ College Self Study

_____ (Date)

Submitted as a Part of the Application for Recognition
to the Illinois Community College Board

Standard #1

COURSES WHICH HAVE VARIABLE CREDIT HOURS SHALL BE CLAIMED IN SPECIFIED INCREMENTS ONLY UP TO THE MAXIMUM CREDIT HOUR VALUE APPROVED FOR THE COURSE.

Procedure: A random sample of five variable credit course syllabi from each of the college's five instructional divisions was selected for review.

Finding: Syllabi in four of the five divisions were found to identify properly the specified increments. Syllabi from one, the Adult and Continuing Education Division, did not.

Action: The college's Curriculum Committee has met to address the problem. Work has begun to revise the Adult and Continuing Education syllabi accordingly. The project is slated for completion by October 15, 1983.

Standard #2

COURSE DATA SHALL BE POSTED TO THE PERMANENT ACADEMIC RECORD OF EACH STUDENT CLAIMED.

Procedure: A ten percent sample of courses claimed was selected to review compliance with the standard.

Finding: In all cases, course data were properly reflected on the students' transcripts.

Action: None.

NOTE: There may be standards, such as those relating to interstate cooperative agreements that are not applicable. If so, simply so designate with an N/A.

SCHEDULE OF RECOGNITION VISITS
FOR FISCAL YEAR 1983 THROUGH FISCAL YEAR 1985

Dist. No.	District Name	FY83	FY84	FY85
501	Kaskaskia		X	
502	DuPage			
	Main College	X		
	Open College	X		
503	Black Hawk			
	Quad Cities	X		
	East	X		
504	Triton	X		
505	Parkland		X	
506	Sauk Valley		X	
507	Danville	X		
508	Chicago			
	Kennedy-King	X		
	Loop		X	
	Malcolm X			X
	Harry Truman			X
	Olive-Harvey	X		
	Richard Daley	X		
	Wilbur Wright			X
	Urban Skills		X	
	City-Wide		X	
509	Elgin		X	
510	Thornton	X		
511	Rock Valley	X		
512	Harper		X	
513	Illinois Valley		X	
514	Illinois Central			X
515	Prairie State	X		
516	Waubonsee	X		
517	Lake Land	X		
518	Sandburg	X		
519	Highland		X	
520	Kankakee		X	
521	Rend Lake			X
522	Belleville	X		
523	Kishwaukee		X	
524	Moraine Valley			X
525	Joliet		X	
526	Lincoln Land		X	
527	Morton		X	
528	McHenry			X
529	Illinois Eastern			
	Lincoln Trail	X		
	Olney Central		X	
	Wabash Valley	X		
	Frontier		X	
530	John A. Logan			X
531	Shawnee			X
532	Lake County			X
533	Southeastern			X
534	Spoon River			X
535	Oakton			X
536	Lewis & Clark			X
537	Richland			X
539	John Wood			X
601	State Community Coll.			X

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